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 RECORDS MANAGEMENT DIV

Chief, Management Staff

25 May 1956

Chief, O&M Staff (DD/I and DD/S Areas)

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Work Report, Week Ending 24 May 1956.

1. Project 6-16, Survey of Personnel Procedures []

- a. Manpower Control System - No significant change in status. Miss [] still on jury duty.
- b. General Personnel Procedures - No significant change in status.

2. Project 6-43, Personnel Records Survey, Phase II []. No change in status.

3. Project 5-1a, Fiscal Division []. The Deputy, Fiscal Division reported orally that considerable progress has been made in correcting bad billing practices in both the Army and Air Force. The additional emphasis on liaison, as recommended by the Management Staff in the Fiscal Division Survey Report, is showing results but more substantial ones will not be felt in the voucher processing for several months. Mr. [] is also confident that progress is being made in correcting some of the faulty practices in the Office of Logistics in handling supporting documents needed to substantiate payments of vouchers.

4. Project 6-24, Survey of Separation Procedures []. Following our discussions of the survey report, further meetings were held with the Chief, Finance Division and Chief, O&L Branch, Finance Division and plans made for obtaining further information on separation cases arising in 1955.

5. Project 5-16, ELINT Study []. No change in status. The ELINT Staff Officer is taking no further action at this time on the ESO and ELINT Advisory Committee functional statements although ELINT operations are proceeding.

6. Project 5-71, OSI Reorganization []. The Acting Executive Officer at the OSI staff meeting has prescribed a deadline of June 8th for submittal by divisions and staffs of functional statements for branches. Upon completion of the revision of branch functional statements and the submittal of appropriate recommendations to OSI, this project will be complete.

7. Project 5-72, Cartographic Support Regulation []. No change in status.

8. Project 6-21, Study of Agency Clipping Services Provided by OCR and LD/P []. No change in status.

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9. Project 6-14. Study of Overtime Practices. No change in status.

10. Project 6-19. Study of OTR Clerical Training Program [redacted] still on jury duty. 25X1A9
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11. Project 6-28. Transfer of Slots From Field to Headquarters, Office of Security [redacted]

a. The first phase of the study comprising 19 T/O adjustments has been completed and the T/O approved.

b. Preliminary analysis of findings in connection with the material obtained in the second phase of this project discloses the possibility of duplication of work between the Correspondents and Records Branch and the Administration and Training Staff. A detailed analysis of functions is in process to either isolate the purported duplication or determine definitely it does not exist. Discussions are being held with the AS/IAS, the Executive Officer and the Chief, AET Staff, OS.

12. Analysis of Manpower Survey [redacted]. No change in status. 25X1A9
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13. Production Control System, Photo Intelligence Division ORR [redacted]. No change in status. 25X1A9
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14. Reduction of T/O to Ceiling, Offices and Staffs of the DD/S [redacted]. No change in status.

15. ME-864. OCI Reorganization and Reduction of T/O to Ceiling [redacted] OCI is now preparing division and staff functional statements for our review. The Executive Officer expressed reluctance to accept our contention that the Office organizational chart should be revised to place the Production Staff in its proper perspective vis-a-vis the line components which they have agreed to change from staffs to areas. Further discussions will be held with a view of determining to what extent the Production Staff is engaged in pure staff functions and to what extent they are engaged in operating line functions. Upon determination as to the balance of line and staff functions, an attempt will be made to reach an agreement as to the proper charting of the staff. 25X1A9
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16. ME-863. Minor Changes in Office of Training T/O [redacted]. Completed. 25X1A9
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17. ME-855. Revision of [redacted] OO Table of Organization [redacted]. Analysis of basic functions and requested changes in [redacted] are being analyzed. Replies have not yet been received from Budget and Personnel. 25X1A9
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18. ME-868. Proposed T/O Changes in OCR [redacted] Completed. 25X1A9
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19. ME-870. Transfer of Ceiling From DD/I to WS for [redacted] Position. Being coordinated with WE. 25X1A6
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20. Miscellaneous:

a. Office of Communications [redacted]. While charting the flow of personnel actions in February 1956 in OC, the use of an improvised ditto form for Career Service Board action was observed. Interest in a properly designed form was obtained and a new form was designed, coordinated and identified formally in the Agency forms system. OC reports that the new form is being used satisfactorily.

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b. NOMA Conference, Philadelphia. Representatives of OL, OnR and OCR attended the Conference together with Messrs. [redacted] and the technical sessions as well as the machinery exhibit proved worthwhile. Considerable literature was obtained, particularly in integrated data processing and is available for use by anyone on the Management Staff.

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